

RESOLUTION NO. 89-08

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE MODIFIED CLASS SPECIFICATIONS AND TITLE CHANGE
FOR SERVICES DIVISION MANAGER IN THE POLICE DEPARTMENT

RESOLVED, that the City Council of the City of Lodi does hereby approve the modified class specifications and title change for the Services Division Manager in the Police Department, as shown on Exhibit A attached hereto and thereby made a part hereof.

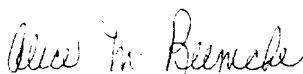
Dated: January 18, 1989

I hereby certify that Resolution No. 89-08 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 18, 1989 by the following vote:

Ayes: Council Members - Hinchman, Olson, Reid, Snider and
Pinkerton (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk

January 18, 1989

SERVICES DIVISION SUPERVISOR

DEFINITION:

To supervise, schedule and coordinate the operations of the public safety dispatch center, records center and jail; provides administrative and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from assigned Police Captain.

Exercises direct supervision over services division staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Supervise, schedule and coordinate the activities of dispatch, records center, jail operations and technical services.

Assist in preparing and monitoring the Services Division budget.

Approve and authorize divisional purchases.

Implement and assist in formulating policies and operating procedures for dispatch, records, jail operations and technical services.

Determine staffing requirements and prepare work schedules for services division personnel.

Provide training for dispatcher jailer/matrons and clerical support staff.

Assist in emergency dispatch of public safety personnel as needed.

Coordinate and assume responsibility for the maintenance of all communications equipment and law enforcement computer systems.

Coordinate recordkeeping activities between records and the jail.

Complete performance evaluations on assigned staff.

Maintain compliance with new laws, policies, and procedures.

Ensure that proper procedures are followed relative to jail operations, warrants, and records.

Research, collect data and prepare a variety of statistical and written reports.

Operate teletype machine to enter, modify and retrieve data.

Work with the general public in the areas of assigned functional responsibilities.

Investigate prisoner and citizen complaints.

QUALIFICATIONS:

Knowledge of:

The operation of public safety receiving and transmitting communications equipment and systems.

Department regulations and laws pertaining to dispatch and jail operations.

Principles and practices of office management, budget preparation and administration.

Principles, codes, regulations and laws governing records management.

Criminal court procedures.

Automated law enforcement information systems.

Principles of supervision.

Skill To:

Remain calm in emergencies and respond quickly using good judgement.

Plan, organize and review the work of subordinates.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with staff and the general public.

Follow verbal and written instructions.

Interpret and apply rules and regulations.

Type at a speed necessary for adequate job performance.

Experience and Education:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Experience:

Two years full time experience as a Dispatcher Matron/Jailer.

LICENSE:

Possession of a valid California drivers license (class 3).

JOBSPEC1/TXTA.04P